



“Working Towards Employment, Training and Education Goals”

COMMUNITY OUTREACH WORKER

(Temporary Position)

This position is funded by Canada Summer Jobs – Service Canada and as such the successful Aboriginal applicant must qualify under the criteria for eligibility.

(Must be able to prove that they are/were a student in the last 4 months and returning in the fall)

Location: 11A Suffolk Street East, Guelph Ontario N1H 2H7

Hours: 40 hours per week *(Total of 320 Hours)*

Rate of Pay: \$11.25/hr

Closing date: **June 17, 2016 – 5:00 PM**

* May require hours outside of regular business hours (8:30 am – 4:30 pm)

The Community Outreach Worker is responsible for promoting the services and/or programs offered through Anishnabeg Outreach Employment & Training Inc.

Responsibilities of the Community Outreach Worker include, but are not limited to:

- **Community Liaison**
 - Training institutions
 - Employers
 - Chamber of Commerce
 - Other Aboriginal & Non-Aboriginal Agencies in the area
- **Workshops & Presentations**
 - Coordinate and facilitate workshops/presentations
 - Assist in the planning and coordinating all logistics for workshops (venue, meals, accommodations, etc.)
 - Develop and maintain a workshop/presentation calendar
 - Promote workshops/presentations to increase participation
 - Organize an evaluation process for each workshop/presentation
 - Coordinate and prepare materials for each workshop/presentation
- **Relationship Building**
 - Participating on relevant committees and events that promote urban employment and training initiatives; as well as social events in the community
 - Network with other Urban Aboriginal Service Providers, Employment Ontario Service Providers, ASETS, employers, employment agencies, social agencies etc.
- **Program Promotion**
 - Increase community awareness of the cultural programs offered by Anishnabeg Outreach by assisting in developing and designing program promotional material
 - Increase community awareness of the Apatisiwin Program and the Employment Ontario services offered at Anishnabeg Outreach
 - Work closely with the staff to work on the social media sites, maintained by the organization

In addition, the successful candidate will:

- Have an understanding of the progression of Aboriginal Employment and Training Initiatives
- An understanding of Aboriginal Community needs, barriers, aspirations and goals
- Dedicated to the advancement of Aboriginal people
- Ability to understand and voice their own personal limitations with others
- Knowledge of Anishnabeg Outreach and surrounding Aboriginal and non- Aboriginal organizations in the Kitchener/Waterloo region & the Guelph/Wellington regions
- Excellent communication service skills; patient, personable, friendly and outgoing
- Knowledge of MS Word, Excel, Outlook, Publisher, email, and internet
- Must be self-motivated with the ability to plan and take the initiative, organize and meet deadlines
- Knowledge of Aboriginal programs and services as it relates to employment and training including the eligibility criteria and guidelines
- Has the ability to work well within the Native communities, its organizations and businesses
- Excellent presentation skills and the ability to facilitate discussion using effective communication skills
- Experience in developing information packages, brochures, presentations, advertisements and posters for funders
- Ability to understand personal limitations and the capacity to share those limitations with others
- Will possess good moral character, demonstrate integrity, respect for others, good sense of humour, a solid work ethic and able to work cohesively with all team members.
- A vehicle and valid driver's license would be an asset

Please Note:

Anishnabeg Outreach plans and coordinates many Aboriginal/cultural events in community. The ideal candidate will possess Aboriginal ancestry and have a solid understanding of Aboriginal people.

Please e-mail your **resume, cover letter and three references** to the email listed below, no later than **June 17, 2016 @ 5:00 p.m** to the attention of the **Hiring Committee**. (Not following these directions, will make your application invalid)

E-Mail: apatisiwin@anishnabegoutreach.org

We thank all those that indicate an interest in working for Anishnabeg Outreach. Only those that are selected for an interview will be contacted.

Phone calls to schedule interviews will take place on June 20, 2016

Interviews will be scheduled the week of June 21-27, 2016

Start date July 4, 2016

This position is for 8 weeks